



## ALABAMA DEPARTMENT OF TRANSPORTATION

### Bureau of County Transportation

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Bob Riley  
Governor

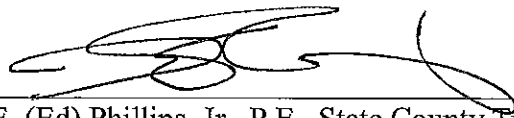
Joe McInnes  
Transportation Director

July 16, 2008

### MEMORANDUM 2008-12

To: County Engineers

Cc: Division County Transportation Engineers

From:   
D.E. (Ed) Phillips, Jr., P.E., State County Transportation Engineer

### RE: PLAN SUBMITTALS – COUNTY PROJECTS

Please be advised that counties now have the option to submit letter size plans for Resurfacing, Restoration, and Rehabilitation (RRR) projects. This was done by several counties under the HRRR program. We did have some minor issues that had to be resolved for the HRRR submittals, but hopefully that should help us to avoid some of the same mistakes on future submittals. The letter size option is intended mainly for minor resurfacing and/or widening projects or future HRRR submittals. Full size plans submittals (22" x 34") will continue to be required for all bridge or bridge culvert projects, as well as any new or reconstructed roadway projects involving plan & profile sheets, cross sections, etc. Any request for letter size plan submittals for any other type of project will need to be pre-approved by this office. Please note the County Transportation Bureau will have the **final authority** as to whether a project will be allowed on letter size sheets. Some RRR letter size project transmittals may be rejected due to the nature of the work, the clarity of the letter size sheets, a project specific design issue, or some other matter. If any of these issues arise, the county will be contacted and instructed to submit full size plans on Mylar for letting. Hopefully, this will be caught at the PS&E review stage.

Following are some items to consider for letter size plan assemblies.

1. Make sure all sheets are clearly legible. Use a font size, script type, and line weight that is easy to read. Also keep in mind when showing the parenthesis in your project number locations that we have to add a three digit number in this field. Please allow ample space for us to insert the number. You may leave the closing parenthesis mark off if you want.

2. Due to the space limitations on the title sheet, the site location map may be shown on a separate sheet if necessary; however the project site description must be shown on the title sheet. This will also apply to multiple sites.
3. Any project detail drawings that have to be added to the plans **will be the responsibility of the county**. We have design file drawings available for our standard TCP sheets (2 lane closure sketches & TCP notes) and the “end anchor type special drawings”. These sheets are in “**Microstation**” format and will be made available to anyone that request them, but the county will be responsible for replicating all of the design detail sketches and notes on letter size sheets. As all of you are aware, the drawings for guardrail protection at bridges (FD drawings) and culverts (CL drawings) are also inserted into the plan assembly as “project detail” drawings since the length of need requirements for county projects differs from what is show on the drawings in the *Special & Standard Highway Drawings* book. The sheets we currently are using are only available as full size hard copies. We are in the process of updating these drawings and “**Microsation**” files will also be available soon.
4. One of the things that will need to be considered with letter size plan submittals is that, unlike Mylar sheets; we cannot erase on paper and therefore it is not as easy for this office to make corrections. We will be able to make some minor corrections, but most of the plan corrections will need to be coordinated through the county engineering departments. We do not consider this as a major obstacle since corrected sheets can be easily sent to this office via e-mail and printed. Please be aware that if you are converting a sheet to an Adobe file for e-mail purposes, that the line weight is sometimes changed in the conversion process and the text becomes bold and illegible. It is our recommendation that you run a test print of any sheets that are converted to a “PDF” file and check them for legibility before you e-mail.
5. We would request that the original title sheet be signed by both the county engineer and the division engineer in **blue ink**. This will help distinguish the original from any copies that we may need to make.

If you have questions or comments concerning this matter, please do not hesitate to contact Mr. Mack Lovelady or Mr. Tom Moore.

DEP/dep

Cc: Mr. Joe McInnes, Transportation Director  
Mr. Don Vaughn, P.E., Chief Engineer/Deputy Director  
Mr. Don Arkle, P.E., Assistant Chief Engineer, Policy and Planning  
Mr. Ronnie Baldwin, P.E., State Office Engineer  
FHWA  
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